

FALL SEMESTER TIMELINE: 2018

HOW TO GET A JOB FOR FALL 2018

Centralized Job Posting site: www.sfu.ca/dean-gradstudies/job-postings.html

- TAs and TMs: www.tssu.ca/be-a-ta/
- All TA/TM postings should be up for 2 weeks
- Sessional Instructors: www.tssu.ca/getting-sessional-work/
- Sessional instructor postings vary by department – check their website

EVENTS & SOCIALS

Fri 7 Sep: TA/TM Day Social, Diamond Alumni Centre 4:30-8pm; Club Ilia 8pm-late

Fri 14 Sep: Organize the City We Need! 5:30-7:00pm, HC 2270

Tue 25 Sep: Paint It Red screening + dialogue, 4:30-6:30 pm, HC 7000

GENERAL MEMBERSHIP MEETINGS

Wed 19 Sep 4³⁰am – 6³⁰pm, **Burnaby** RCB 8100 (Free dinner!)

Tue 16 Oct 4³⁰pm – 6³⁰pm, **Surrey** SUR 2740 (Free dinner!)

Thu 22 Nov 4³⁰pm – 6³⁰pm, **Vancouver** HC 7000 (Free dinner!)

STEWARDS MEETINGS

Thu 27 Sep 4³⁰ – 7³⁰pm, **Vancouver** HC 2200 (Free lunch!)

Tue 23 Oct 4³⁰ – 7³⁰pm, **Surrey** SUR 3270 (Free dinner!)

Wed 14 Nov 4³⁰ – 7³⁰pm, **Burnaby** AQ 5039 (Free dinner!)

SFU FALL 2018 SEMESTER

Fri 31 Aug Orientation

Fri 7 Sep TA/TM Day

Mon 3 Sep Labour Day Classes cancelled. Offices closed.

Tue 4 Sep Classes start

Thu 4 – Fri 5 Oct Convocation

Mon 8 Oct Thanksgiving Classes cancelled. Offices closed.

Mon 12 Nov Remembrance Day Classes cancelled. Offices closed.

Mon 3 Dec Last day of classes

Wed 5 – Sun 16 Dec Exam period

YOUR CURRENT FALL JOB: BENEFITS

TSSU Member Childcare Fund application

- Information: www.tssu.ca/childcare/
- To apply: esas.its.sfu.ca/faa/childcare

Sign up for MSP & TSSU Extended Health and Dental

- Forms: www.tssu.ca/forms/
- Scan and submit forms to benefits@sfu.ca to be covered for that month
- Coverage starts in the month in which you apply, so don't delay!

Get your Guard.me refund

- If you're in Guard.me, get some money back: www.tssu.ca/guard-me

Continuing benefits

- Members without appointments in Spring 2019 can retain Extended Health/MSP
- You must complete the application forms before the end of Fall 2018!
- You will have to provide payment when you submit your form

YOUR CURRENT FALL JOB: DEADLINES

Aug – Sep: Stewards distribute Logbooks to members in departments

- Departments distribute (purple) Collective Agreements (CA) to all members
- Collective Agreements are provided by HR

Fri 7 Sep: Complete Time Use Guidelines (TUGs) [CA Appendix C]

- Completed by course supervisor, in consultation with TA/TM, by end of Week #1
- In most cases: 42 hours in prep line, and don't forget to add stat pay!

Fri 7 Sep: Evaluation Criteria [CA Article XVIII & Appendix E]

- All TAs/TMs get evaluated at least once a semester
- Supervisors must state evaluation criteria by end of Week #1

Mon 17 Sep: Sign up for Tuition Deferment by (no financial penalty)

- Detailed directions: www.tssu.ca/tuition-deferment/
- NOTE: If you are not on payroll yet, you cannot sign up for tuition deferment!

Wed 3 Oct (approx.): Automatic/Mandatory Workload Reviews [CA Appendix C]

- Should be initiated after Week #5 when the course has progressed significantly
- The department advises supervisors by Week #5 about the review

Beginning of Fall semester: turn in Summer 2018 Logbook Lotto to AQ 5129 or coordinator@tssu.ca – two chances at a \$125 prize! Drawn at the September GM.

Every month: Stipend Request Forms

- Submit TSSU committee stipend request forms to the TSSU offices
- Forms: www.tssu.ca/forms

TEACHING SUPPORT STAFF UNION (TSSU)

AQ5129 • tssu.ca



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